

# 5 FAM 630

## DATA ADMINISTRATION

*(TL:IM-29; 02-04-2000)*

### 5 FAM 631 GENERAL POLICIES

*(TL:IM-29; 02-04-2000)*

a. The Data Administration (DA) Program Office (IRM/OPS/SIO/API/DA) provides policy, program direction, and standards for Department-wide data to be used in IT development, integration, and modification projects.

b. IRM/OPS/SIO/API/DA manages resources and ensures compliance with best industry practices while overseeing existing systems.

c. IRM/OPS/SIO/API provides process modeling, data modeling, data mapping and conversion, and quality analysis services to development, integration and conversion activities.

d. Data Administration support must be sought for all mission critical system activity or systems with a projected cost in excess of \$750,000.

e. Any system initiative costing more than \$250,000 must work with IRM/OPS/SIO/API/DA to ensure that data management is consistent with the Department's Enterprise Data Model (EDM) (see 5 FAM 635).

f. Project managers should refer to data administration manuals (i.e., standard data elements, object definition and naming standard, and business terms glossary as the authorities for new development and system conversion initiatives.

g. For maximum flexibility, project managers must work with Data Administration to ensure that mapping data is done through the data naming standard.

h. Project managers must ensure that proper procedures for data requests are adhered to and that all approvals are documented prior to implementation.

i. Project managers should contact IRM/OPS/SIO/API/DA for information regarding data administration services.

## **5 FAM 632 RESPONSIBILITIES**

*(TL:IM-29; 02-04-2000)*

IRM/OPS/SIO/API is responsible for preserving the integrity of the Department's data and ensuring efficient and effective use of its data for IT systems development projects. IRM/OPS/SIO/API/DA:

(1) Provides data management services in all phases of system development in support of new development; reengineering of an existing system, integration of currently non-related systems, or analysis in support of implementation of a commercial off-the-shelf (COTS) package;

(2) Provides control mechanisms for using accurate and effective corporate data;

(3) Approves reuse of existing data as data falls out of synchronization;

(4) Designs and promulgates the Department's EDM, including high-level scope, business, and systems views in coordination with the Office of Information Architecture and Planning (IRM/APR/IAP); and,

(5) Provides policy, program direction, and standards for the organization and maintenance of the Department's automated database assets in conformance with established architecture standards and policies.

## **5 FAM 633 DATA ADMINISTRATION WORKING GROUP (DAWG)**

*(TL:IM-29; 02-04-2000)*

a. The Data Administration Working Group (DAWG) is composed of bureau personnel and other representatives throughout the Department who meet quarterly to participate in the data administration program management process.

b. Project managers must ensure that the desired language or data for new or modified project development efforts are submitted to the DAWG for approval prior to implementation.

## **5 FAM 634 METADATA REPOSITORY**

*(TL:IM-29; 02-04-2000)*

The metadata repository is available to Department IT system development initiatives through the data administration program office. The Data Administration Program Office must be consulted for any implementation or modification of repository database, functions, and/or

user interfaces to determine the impact on existing or planned repository functions and users. Administration has developed the EDM as the Department of State's model for development project tailoring. This model contains entities, relationships, general definitions, and attributes that must be approved by the DAWG.

## **5 FAM 635 ENTERPRISE DATA MODEL (EDM)**

*(TL:IM-29; 02-04-2000)*

Data Administration has developed the EDM as the Department of State's model for development projects to be tailored to. This model contains entities, relationships, general definitions, and attributes that must be approved by the Data Administration Working Group (DAWG).

## **5 FAM 636 THROUGH 639 UNASSIGNED**